**Laboratory Coordinator III Standard Job Description**

**Classification Title:** Laboratory Coordinator III

**FLSA Exemption Status:**10

**Pay Grade:** Exempt

**Job Description Summary:**

The Laboratory Coordinator III, under general supervision, oversees daily activities of the lab. Ensures sufficient laboratory material and equipment is present. Prepares materials, trains teaching assistants, and teaches/co-teaches selected labs.

**Essential Duties/Tasks:**

**40% Laboratory Operations and Coordination**

* Coordinates daily activities in the laboratory, including staff support and quality control.
* Manages lab supplies and ensures adequate research equipment is available.
* Prepares and oversees the setup of research sessions, including drafting protocols and coordinating with IT support.
* Plans and organizes lab space for research sessions.
* Maintains records of laboratory materials and equipment.
* Ensures adherence to lab standards and practices to maximize safety and operational effectiveness.

**20% Research Participant Management**

* Manages the participant pool by assisting with recruitment, screening, and maintaining records of research participants.
* Coordinates and oversees participation in research sessions.

**10% Data Analysis and Research Contribution**

* Analyzes complex visual data in a quantitative and objective manner.
* Contributes to research projects as needed.

**10% Lab Software and Administrative Support**

* Administers the lab software system.
* Assists in managing longer-term lab organizational efforts.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Biology or equivalent combination of education and experience.

**Required Experience:**

* Three years of experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**